

Finance Committee Meeting Report (Submitted 5-11-16)
Courthouse, Room 303C, Tuesday, May 10, 2016, 5:00 P.M.

Members Present: Loren Rathjen, Kelli Parsons, Bill Preston and Jerry Thompson.
Members Absent: Jake Waller. Ex-Officio Members Present: None. Others Present: Tim Wells, Jackie Oberg, Barb Link, Dave Johnson (arrived at 5:05 p.m.) and Colleen Gillaspie.

Chairman Rathjen called the meeting to order at approximately 5:00 p.m. Member Parsons moved to approve the agenda as printed, Member Preston seconded, all were in favor and motion carried.

Introduction of guests was not needed.

There was no Public Comment.

Member Preston moved to approve the April 12, 2016 regular Finance Committee meeting minutes as printed, Member Thompson seconded, all were in favor and motion carried.

Colleen Gillaspie gave an overview of the Deputy Coroner resignations and hiring's.

Dave Johnson arrived.

Dave Johnson discussed the need for the newly hired Deputy Coroner's to be trained. He also explained the increased cost of autopsies. The Committee authorized the creation of a travel & meeting line item in the Coroner Equipment Grant fund (8590).

Mr. Johnson left at 5:19 p.m.

Jackie Oberg, Circuit Clerk, informed the Committee of the order from the Presiding Judge creating a part-time civil division which will meet on Thursday and Friday each week in the small courtroom on the 2nd floor. This order creates a need for another Court Clerk position. The committee authorized the hiring of a full-time Court Clerk for FY16, subject to review of potential use of restricted funds to help fund the position.

Ms. Oberg distributed and reviewed updated salary information.

Barb Link left at 5:53 p.m.

Member Thompson moved to recommend the County Board approve the Circuit Clerk's salary resolution for FY17 to FY20 at the annual increase amounts of 2%, 3%, 2% and 2%, Member Parsons seconded, motion carried with Member Preston voting nay (attached).

Ms. Oberg left at 5:59 p.m.

The Henry County Correctional Center Daily Population Report for the month of April was reviewed (on file). Charging for dispatching of calls was discussed and will continue to be investigated.

Lindi Kernan, Supervisor of Assessments, submitted a written report regarding Department activities for the month of April (on file).

Barb Link, County Clerk/Recorder, submitted a written report regarding Department activities for the month of April (on file).

Tim Wells, County Treasurer, reviewed Department activities for the month of April. The 1st installment for taxes is due June 13th and the 2nd installment is September 6th. The tax sale is scheduled for October 28th.

The Committee reviewed the Treasurer's Bank Balance Report and the County Clerk's Fund Balance Report. Member Thompson moved to recommend the County Board place on file the Treasurer's April Bank Balance Reports and April Interest Report (available at meeting) and the County Clerk's April Fund Balance Reports, (on file) Member Parsons seconded, all were in favor and motion carried (see enclosed reports).

The Committee reviewed the April 2016 Revenue and Expenditure Audit Trail Reports as prepared by the Accounting Department. The Committee reviewed, discussed and questioned various revenue and expenditure entries. Ms. Gillaspie stated she had become aware of the number of paid-in-advance payments that were being submitted when they should have been submitted as vendors per the Accounting Procedures. The Committee agreed the procedures should not be changed and the current policy should be enforced.

Mr. Wells left at 6:48 p.m.

Member Thompson moved to recommend the County Board approve the April County Accounts in the total amount of \$2,790,347.60, Member Preston seconded, all were in favor and motion carried (enclosed).

Under discussion of the current budget, the Hillcrest Balance sheet and Overview of Past Due State Accounts were reviewed (on file). The Committee authorized the creation of a PCOM Reimbursement line item in the 2010 revenue fund and a claim reimbursement line item in the Henry County Public Transportation Account (8770-8505).

There were no unexpected or unrealized budgeted expenses or revenues.

Under Old Business, Chairman Rathjen updated the Committee on the creation of the ad hoc Public Safety Sales Tax referendum committee.

The draft salary resolution for the Coroner was reviewed. Member Parsons moved to recommend the County Board approve the County Coroner's salary resolution for FY16

to FY20 at the annual increase amounts of 0%, 0%, 3% and 3%, Member Thompson seconded, all were in favor and motion carried (attached).

Under New Business, a copy of the draft FY15 audit report was distributed. A meeting will be held on May 25, 2016 at 4:30 p.m. in Room 303C with representatives from Carpentier, Mitchell, Goddard & Company to review and discuss the FY15 audit report. Member Parsons moved to recommend the County Board place on file the draft FY2015 Henry County Financial Statements and Independent Auditors report, final to be approved at the June County Board meeting, Member Thompson seconded, all were in favor and motion carried (see enclosed draft report).

The next regularly scheduled Finance Committee meeting was set for Tuesday, June 14, 2016, at 5:00 p.m., Board Conference Room #303C, 3rd floor, Courthouse.

With no further business, Member Thompson moved to adjourn, Member Parsons seconded, all were in favor and motion carried. The meeting adjourned at approximately 7:17 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator